

CITY OF DULUTH

DIVISION OF MAINTENANCE OPERATIONS 411 West First Street 208 City Hall ● Duluth, Minnesota 55802

(218) 730-5430 • Fax (218) 730-5920

City Parking Permit Request Form

Na	me: Date:
Tit	le:
De	pt/Div:
	spond to each of the following questions:
1.	Which type of vehicle do you drive? □ Private □ City
2.	How is this vehicle used? □ Commuting to and from work □ City business □ Both
3.	If the vehicle is used for City business, please respond to the following:
	A) If the use is daily, indicate how many trips per day: B) If the use is occasional, indicate how many trips per week:
4.	Which of the following eligibility criteria do you meet:
	□ Daily trips during normal work hours in my private vehicle.
	□ Stationed to work at a site away from City Hall, but required to make trips to City Hall in my private vehicle to conduct City business.
	□ Requesting a parking spot for which I will pay a market rate monthly fee.
5.	Requested Parking Location:(Information about parking locations is available by calling 730-5430)
	If requesting a permit for City Hall, explain in general terms the City purpose of your trips, the frequency, and the length of time you anticipate parking in this lot:
En	pployee Signature: Date:
Re	commend Approval:
	Department/Division Head Date
	Manager of Maintenance Operations Date
	Approved Not Approved